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FD 9-35

Approved For Release 1999/08/27 : CIA-RDP78-04691A000100110003-7

22 September 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Executive Assistant Director, OCD

SUBJECT: Two New Positions Indicated Below to be Added to the OCD T/O

1. In accordance with our discussion of this morning, it is requested that one new position be allocated to the Operations Staff, OCD, with a grade of GS-13 (estimated) to serve as the post-disaster Director of the CIA Repository of Vital Documents. This position has been discussed with the office of the Personnel Director, COAPS, AD/00, OO/C, and others. Grades have been recommended ranging from GS-11 to GS-13 but all persons consulted agree that the individual assuming this responsibility must be extremely high type with unusual qualifications. Classification Branch, Personnel Division, has already surveyed the proposed position and is in the process of drafting an appropriate job description.

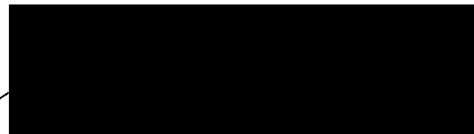
2. In order to cope with the current increase in demands placed upon the Courier service of CIA by the NSC, it is requested that an additional TS Courier position, GS-5, be allocated to the Mail and Courier Section, Administrative Staff, OCD.

3. It is expected that your office will give immediate consideration to this matter so that recruitment for these two positions can begin at once. This Office is ready to provide any further assistance in this matter which you may require.

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*Position approved by the
25 Oct 1950.
classification
adviser that Grade 9
has been approved.
OK to process - 26 Oct 1950
to open staff - Intell. Officer.
OCD.*



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By	
Date	
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